

MPSC E-Dockets Confidential Documents Instructions

Only one copy of confidential information is filed with the Executive Secretary, either (i) in paper format, (ii) by CD/USB drive, or (iii) as an attachment via email. Your file must meet the criteria listed in the Checklist for Approval of Electronically Filed Documents below.

The filer may choose to submit a letter informing the Michigan Public Service Commission (Commission) that a confidential filing is being submitted. This letter is filed in the specific docket file and is publicly viewable. The actual confidential document, submitted under seal, is entered in the docket file as a filing, however, it is not publicly viewable. For confidential filings or CD/USB drive submissions, you may hand-deliver the confidential information or send it via mail (USPS, UPS, FedEx, etc.) to:

Attention: Executive Secretary
Michigan Public Service Commission
7109 W. Saginaw Hwy
Lansing, MI 48917

For confidential documents attached and sent via email, you may email the confidential information to: LARA-MPSC-Confidential-Filings@michigan.gov . You must indicate in the email that the attachment is a confidential document and what case number it should be filed in. In addition, confidential documents sent via email may be password protected at the filer's discretion and in coordination with the Executive Secretary. An electronic confidential document is treated in same manner as a paper copy version. Again, the filer may choose to submit a letter attached to the email informing the Commission that a confidential filing is being submitted. This letter is filed in the specific docket and is publicly viewable. The actual electronic confidential document, submitted under seal, is entered in the docket as a filing but is not publicly viewable.

In mediated cases, the recommendation of a mediator and the answers to the recommendation are considered confidential and are maintained under seal by the Executive Secretary.

All confidential documents are retained by the Commission as indicated in its specific Retention and Disposal Schedules.

If you have additional questions, please contact the Executive Business Section at 517-284-8090.

Checklist for Approval of Electronically Filed Documents

Ensure that your electronic filing is accurate and complete by checking the following:

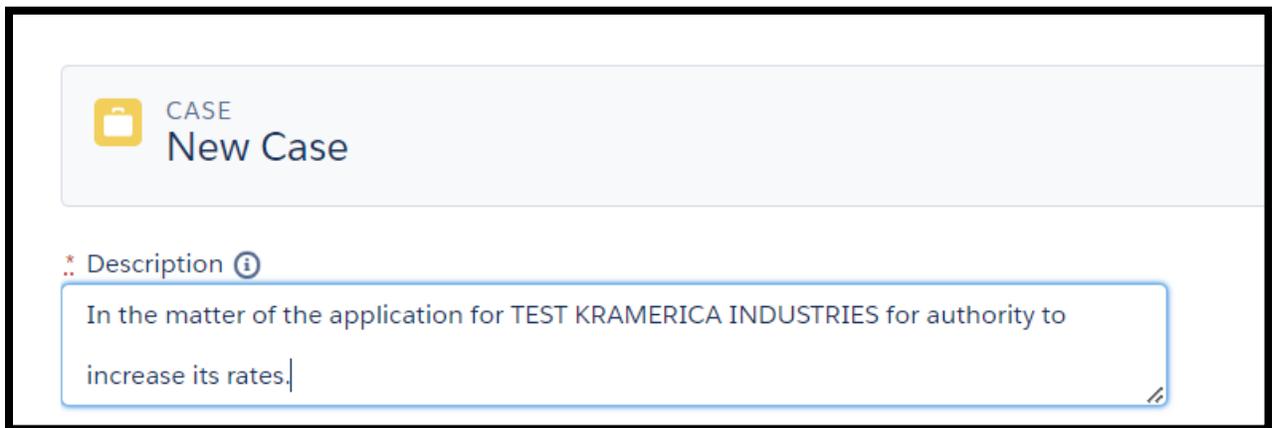
- Is your document 100 MB or smaller and uploaded as a PDF file (Portable Document Format)? The text of the PDF file must be searchable in OCR form (Optical Character Recognition) and capable of being copied and pasted.
- Does the case number referenced in your PDF match the case number in which the filing is submitted?
- Have all required digital signatures have been applied to the documents?
- Does the application request ex parte relief from the commission? If so, it must include “ex parte” in its title.
- Are any necessary attachments included with the document submitted?
- Does your filing meet the guidelines listed on page two of this document?

Case Caption Formatting:

1. The first line should state the type of document (application or complaint) you are submitting.
2. The second line should state the company filing the document.
3. The remaining lines should state what the company is requesting and should be consistent with the description field you used when creating a new case.

Example:

In the matter of the application of)
[COMPANY NAME] for) Case No. U-xxxxx
[Description].)



The screenshot shows a web interface for creating a new case. At the top, there is a header with a yellow folder icon and the text "CASE New Case". Below this is a form field labeled "* Description" with an information icon. The text entered in the field is "In the matter of the application for TEST KRAMERICA INDUSTRIES for authority to increase its rates." The field has a blue border and a small icon in the bottom right corner.

MPSC GUIDELINE 2014-1
GUIDELINE APPLICABLE TO DOCUMENTS FILED ELECTRONICALLY

This guideline applies to documents filed electronically to the e-dockets website of the Michigan Public Service Commission (Commission), including documents filed pursuant to 1999 AC, R 460.17207 (Rule 207) or in response to an invitation for public comments. All information posted on the e-dockets website is public information. The Commission may deny for public posting documents found to contain the following:

- a. Information that may be subject to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), in the absence of a notarized waiver of the rights governed by HIPAA.
- b. Hyperlinks or other navigational aids that link to voluminous documents without pinpointing the material within that document that addresses the subject matter of the case, such as links to entire books, newspapers, magazines, or websites. Filers should link to the targeted information. Although hyperlinks may be included in electronically filed documents, the material linked to will not become part of the official record or filing unless the material itself is filed. Filers are also reminded that such materials may be subject to copyright and other intellectual property rights and may not be reproduced without the prior written consent of the copyright holder. Filers may include hyperlinks to matter for which they have obtained all necessary consents. By submitting content to the e-dockets website, filers warrant and represent that they either own or otherwise control all of the rights to that content, including, without limitation, all the rights necessary to provide, post, upload, input, or submit the content, and that their use of the content is a protected fair use.
- c. Language that is offensive, defamatory, obscene, vulgar, inflammatory, or threatening; or which is harmful in its nature including, without limitation, computer viruses, corrupted data, or other potentially harmful software or data.

Acceptance of a document for filing is not a final determination that the document complies with all of the Commission's requirements and is not a waiver of such requirements. If a filing is rejected, a "Notice of Rejection" explaining why the filing has been rejected will be sent by e-mail to the filer, or the filer will be contacted by other appropriate means.

If a filer discovers an error in the electronic filing or publishing of a document, the filer shall contact the Commission's Executive Secretary as soon as possible. The Commission will review the situation and advise the filing party of how the error will be addressed and what further action by the filer, if any, is required. Ordinarily, any modifications to a published document will require a revised filing with the Commission. If errors in the filing or publishing of a document

are discovered by the Executive Secretary, Commission staff will ordinarily notify the filer of the error and advise the filer of what further action, if any, is required to address the error.